

UNIT: \_\_\_\_\_

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	⇒		

JANUARY

22 DAYS 176  
HRS WORKED 160  
HOLIDAY HRS 16  
TE USED +2  
TOTAL HRS 178  
+2

				31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

FEBRUARY

21 DAYS 168  
HRS WORKED 160  
HOLIDAY HRS 16  
TE USED +2  
TOTAL HRS 178  
+10

					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

MARCH

21 DAYS 168  
HRS WORKED 170  
HOLIDAY HRS  
TE USED  
TOTAL HRS 170  
+2

	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

APRIL

22 DAYS 176  
HRS WORKED 160  
HOLIDAY HRS 8  
TE USED +2  
TOTAL HRS 170  
-6

			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	⇒	

MAY

22 DAYS 176  
HRS WORKED 170  
HOLIDAY HRS 8  
TE USED +2  
TOTAL HRS 180  
+4

					31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

JUNE

21 DAYS 168  
HRS WORKED 170  
HOLIDAY HRS  
TE USED  
TOTAL HRS 170  
+2

NAME: \_\_\_\_\_

EFFECTIVE DATE: \_\_\_\_\_

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	⇒			

JULY

22 DAYS 176  
HRS WORKED 160  
HOLIDAY HRS 8  
TE USED +2  
TOTAL HRS 170  
-6

				31	1	2	3
4	5	6	7	8	9	10	
11	12	13	14	15	16	17	
18	19	20	21	22	23	24	
25	26	27	28	29	⇒		

AUGUST

22 DAYS 176  
HRS WORKED 180  
HOLIDAY HRS  
TE USED  
TOTAL HRS 180  
+4

					30	31
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

SEPTEMBER

22 DAYS 176  
HRS WORKED 170  
HOLIDAY HRS 8  
TE USED +2  
TOTAL HRS 180  
+4

		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	⇒		

OCTOBER

22 DAYS 176  
HRS WORKED 160  
HOLIDAY HRS 8  
TE USED +2  
TOTAL HRS 170  
-6

					31	1	2
3	4	5	6	7	8	9	
10	11	12	13	14	15	16	
17	18	19	20	21	22	23	
24	25	26	27	28	29	30	

NOVEMBER

22 DAYS 176  
HRS WORKED 150  
HOLIDAY HRS 24  
TE USED +6  
TOTAL HRS 180  
+4

1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

DECEMBER

22 DAYS 176  
HRS WORKED 160  
HOLIDAY HRS 8  
TE USED +2  
TOTAL HRS 170  
-6